

Department, Name, and Full Address

MARTA

Department of Finance and Administration

Assistant General Manager

1100 Peachtree St. Suite 1300 - Atlanta, Ga. 30303

For Records Management Division Use

Date Received Application No. Date Completed

MAY 21 1974 74-155 MAY 31 1974

Appl. Date

5/3/74

Telephone & Ext.

522-4460 X384

Name

Person to Contact

Becky Hershey

Working Title

Executive Secretary

Inclusive Dates of Series

1970 - Present

Exact Series Title

Assistant General Managers - General Subject File

Action Requested

Establish Disposition Standard
Record will continue to accumulateDispose of Present Accumulation;
No Further Accumulation Anticipated

What is the function of the office in which this record series is created?

The Department of Finance and Administration, headed by the Assistant General Manager, is responsible for the supportive, administrative, and fiscal functions of the Authority. Included are planning of the budget (Budget and Analysis); overall fiscal accounting and reporting (Accounting); fiscal and organizational audits (Financial Audit); organizing and maintenance of MARTA's insurance programs (MARTA Insurance Managers); fiscal accounts (Treasury); office and maintenance supportive functions (Contracts and Procurement); and computer services (Management Systems).

This file contains the following documents:

Documents relating to all areas and responsibilities of the Assistant General Manager. Included are policies, procedures, directives, speeches, appointments and correspondence. File is arranged alphabetically by subject.

Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers		X	4						
Legal-Size File Drawers					Annual Rate of Accumulation				
					Floor Space Occupied (Square feet)				
					Average Daily References				
					In Office (s)				
					In Storage Area(s)				
					This Years				
					Last Years				
					Preceding Years				
					All Prior Years				

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series? ☒ Yes ☐ No
- 14 Is there a duplication of this series in another office or agency? ☐ Yes ☒ No
- 15 Is the information contained in this series ever summarized or published? ☐ Yes ☒ No
- 16 Does the series contain classified information requiring security handling? ☐ Yes ☒ No
- 17 Does the series initiate, amend or terminate agency policies and procedures? Department policies and procedures. ☒ Yes ☐ No
- 18 Could the function be performed if the files were lost or destroyed? ☒ Yes ☐ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☐ Yes ☒ No
- 21 Does the record series contain documentation produced as EDP printout? ☐ Yes ☒ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☒ Yes ☐ No
Possible historical value.

24 REQUIREMENTS:

The following requires the files to be kept Perm. XXXX (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)

☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☒ Administrative Decision ☐ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

☐ Calendar Year ☒ Fiscal Year ☐ Other _____, then:

☒ Hold in the current files area 1 XXXXX months/ years: then ☐ Transfer to State Records Center;

☐ Hold _____ months/ years; then ☐ Destroy; or ☒ Transfer to State Archives for permanent retention.

☐ Destroy after cut-off.

Operating Instructions:

26 APPROVALS:

Approved Department Records Management Officer

Date

Gerrit L. Kieley

5/3/74

Approved Division Head / Designee

Date

Robert W. Wilson

5/3/74

Approved Department Head / Designee

Date

Robert W. Wilson

5/3/74

Approved Records Management Analyst

Date

Donald M. Haine

5/3/74

Approved Legal Counsel

Date

Jeffrey B. Scott

5/17/74

Approved Division of Audit

Date

William V. Caranik

5/7/74

Review / Approval by Department of Archives and History

Carroll Hart

5-28-74

Recommendations:

Approved MARTA Management Steering Committee